

*Revised
Jan 1954*

Instructor Training Course

25 YEAR RE-REVIEW

Title: Introduction to the Instructor Training Course

STATINTL

I. Welcome

18 min.

A. Remarks on attitudes desired in students

1. Some may feel resentful that the course was made as a mandatory requirement for TR(S) instructors.
2. Others may feel that since they have had educational experience a course of this type is not necessary.
3. Benefit will only be derived if effort is put in.
4. The ITC Course will have value if problems encountered in the students' respective assignments are brought out during pertinent phases of the course. Through group discussion a possible solution may evolve.

B. Determine the composition of the group so that:

1. Members of the class become more familiar with each other.
2. Emphasis on certain topics can be directed to specific persons.

C. Introduce and turn group over to him.

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II. Purpose of the course

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Foundation to make their jobs as instructors easier. This can be done by:

1. Knowing how to plan instruction
2. Knowing how to present instruction
 - a. Principles and methods of teaching and their application
 - b. Characteristics and differences between "training" and "education"
3. Knowing vehicles which help make instruction effective, easier to comprehend, and retentive.
4. TAB services
5. A&E services

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B. How course will be conducted

1. Student teacher relationship
2. Manual - time for reading
3. Assignments
4. Examinations on a lesson basis

STATINTL III. Administration

A. Security

1. Safe combination and number
2. Security roster and security procedure
3. Guards
4. Telephones - emergency calls (only in coming calls)

STATOTHR 5. Questions

B. Students work

1. Typewritten
2. Placed in tray
3. Trash - burn bag

C. Administrative details

1. Breaks
2. Note taking and classification
3. Retention of handouts
4. Forwarding of classified material to students at close of course
5. Questions

IV. Review assignment for first lesson

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